Logistics

AQF VET qualification: Certificate II in Logistics (TLI21810)

Training Package: Transport and Logistics (TLI10) version 2

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Logistics (120 hours)	2 units x 1 year	40362	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)
Logistics (180 hours)	3 units x 1 year	40363	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)*

* For course delivery over two years, the entry on *Schools Online (Administration)* should be made in the second year (ie HSC).

Eligibility: Nil

Exclusions: Warehousing Operations

HSC course requirements

Logistics (120 indicative hours)

- the possible qualification outcome is a Statement of Attainment towards Certificate II in Logistics (TLI21810)
- accredited for a total of 2 units at the Preliminary and/or HSC level
- attempt core and/or elective units of competency to a minimum of 120 HSC indicative hours
- a minimum of 35 hours of work placement is strongly recommended.

Logistics (180 indicative hours)

- the possible qualification outcome is a Certificate II in Logistics (TLI21810)
- accredited for a total of 4 units at the Preliminary and/or HSC level
- attempt all core units of competency and elective units of competency to a minimum of 135 HSC indicative hours and to meet qualification packaging rules
- a minimum of 35 hours of work placement is strongly recommended
- for school-based trainees, work placement requirements are met through the on-the-job training component of the school-based traineeship.

The requirements for the completion of an HSC VET course are different to the requirements for AQF VET qualification completion. Registered Training Organisations (RTOs) need to ensure that delivery of courses meets HSC course requirements and complies with Training Package rules.

For a course to count towards the HSC program of study, students must satisfy the course completion criteria as required by the Board of Studies. (Refer to the *Assessment Certification Examination (ACE) website*.) There must be sufficient evidence that the student has:

- followed the course developed by the Board
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes
- (where applicable) undertaken the mandatory work placement.

Unit credit for the Higher School Certificate

Logistics HSC VET courses count as Board Endorsed unit credit for the HSC but do not contribute towards an Australian Tertiary Admission Rank (ATAR).

To facilitate flexibility of VET in the HSC, courses may be delivered as Preliminary, as HSC or as a combination of Preliminary and HSC units.

The HSC credit units will be allocated to students' Preliminary and/or HSC patterns of study as required.

The pattern of study (BOS course number) entered on *Schools Online (Administration)* should reflect the delivery of the HSC VET course over successive years. For example, delivery of a 240 HSC indicative hour course over two years should be entered as 2 units x 2 years. Students will be credentialled for the HSC credit units entered each calendar year, provided they have satisfactorily completed the course requirements for that calendar year as determined by the school, college or RTO.

Course content

CORE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
BSBCUS201A Deliver a service to customers	core	15
TLIF1001A Follow occupational health and safety procedures	core	20
TLIG2007A Work in a socially diverse environment	core	10

Total HSC indicative hours for core units of competency: 45

ELECTIVE

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Handling Cargo/Stock		
TLIA2009A Complete and check import/export documentation	technical elective – listed	15
TLIA2013A Receive goods	technical elective – listed	20
TLIA2021A Despatch stock	technical elective – listed	10
TLIA2022A Participate in stocktakes	technical elective – listed	20
TLIA2014A Use product knowledge to complete work operations	general elective – listed	20
Equipment Checking and Maintenance		
TLIB2001A Check and assess operational capabilities of equipment	technical elective – listed	20
Load Handling		
TLID1001A Shift materials safely using manual handling methods	technical elective – listed	10
Safety Management		
TLIF2010A Apply fatigue management strategies	technical elective – listed	10
TLIF2018A Operate firefighting equipment	general elective – listed	10

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Routine Planning and Navigation		
TLIH2003A Prioritise courier/delivery operations	technical elective – listed	10
Quality		
TLIJ2001A Apply quality procedures	technical elective – listed	10
Technology		
TLIK2007A Perform electronic data interchange (EDI) to transmit shipping documentation	technical elective – listed	10
TLIK2003A Apply keyboard skills	general elective – listed	15
TLIK2010A Use infotechnology devices in the workplace	general elective – listed	15
Environment		
TLIU2012A Participate in environmentally sustainable work practices	technical elective – listed	15
Communication and Calculation		
TLIE2001A Present routine workplace information	general elective – listed	5
TLIE2007A Use communication systems	general elective – listed	10
TLIE2008A Process workplace documentation	general elective – listed	15
Customer Service		
BSBCMM301A Process customer complaints	general elective – listed	20
Resource Management		
TLIL2008A Complete routine administrative tasks	general elective – listed	10
TLIL2031A Monitor and process attendance records	general elective – listed	5
Security		
TLIO2013A Administer the security of assets and facilities	general elective – listed	15

Unit code and title	Status for AQF VET qualification	HSC indicative hours of credit
Administration and Finance		
TLIP2018A Provide information from and about records	general elective – listed	15
TLIP2024A Conduct financial transactions	general elective – listed	15
TLIP2029A Prepare and process financial documents	general elective – listed	20
TLIP2032A Maintain petty cash account	general elective – listed	5
TLIP2033A Sell products and services	general elective – listed	20
Other		
BSBIND201A Work effectively in a business environment	elective	20

AQF VET qualification

Qualification packaging rules are contained in the *Transport and Logistics Training Package (TLI10)* at http://training.gov.au.

In summary, to attain Certificate II in Logistics (TLI21810) students must achieve 10 units of competency including:

a)   3 core units of competency
b)   7 elective units of competency:
  – minimum 3 technical elective units listed
  – maximum 3 units from TLI10, and/or other relevant nationally endorsed Training Package or accredited course.

Other information

Criteria for the endorsement of Board Endorsed VET courses (VET BECs)

The criteria for endorsement of VET BECs are outlined in the *Guidelines for Stages 5 and 6 Board Endorsed VET Courses* available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html.

HSC VET course delivery

HSC VET courses can only be delivered by an RTO with the relevant qualification and units of competency on their scope of registration. Scope of registration can be checked at http://training.gov.au.

RTOs offering training programs for the delivery and assessment of Logistics HSC VET courses must meet the requirements of the VET Quality Framework, the *Transport and Logistics Training Package (TLI10)* and the HSC course.

Information about the delivery of HSC VET courses by RTOs other than school system RTOs or TAFE NSW institutes is contained on the Board's *Assessment Certification Examination (ACE) website*.

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the Board's website at www.boardofstudies.nsw.edu.au/manuals/#regaccredsystemsmanuals.

Allocation of HSC indicative hours of credit

Units of competency drawn from Training Packages are not defined in terms of duration. The amount of time required by individual students to achieve competency will vary according to their aptitude and experience. Where a training program is designed for delivery by an RTO, the RTO will specify the length of the training program according to the delivery strategies and/or curriculum resources chosen.

However, for the purposes of the HSC, VET courses must be described in terms of their indicative hours. For this reason, indicative hours for unit credit towards the HSC have been assigned to each unit of competency. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the achievement of particular competencies. However, this does not alter the HSC indicative hours allocated, only the delivery hours.

Students may need to spend additional time practising skills in a work environment and completing projects and assignments, in order to fulfil Training Package assessment requirements.

Exclusions

Where there is significant overlap between an HSC VET course and other HSC VET or general education courses, the Board has an exclusion between the courses. Exclusions are applied at a course level rather than at the unit of competency level.

Students can only undertake the Logistics (120 indicative hours) course or the Logistics (180 indicative hours) course.

Schools should check all course exclusions when determining an appropriate pattern of study for their students.

Course exclusions for Logistics are detailed on the first page of this course description.

Recognition of Prior Learning (RPL) and credit transfer within VET courses

Students who have current knowledge, skills or experience relevant to a VET course may be granted credit towards the course requirements.

Arrangements for RPL and credit transfer within VET courses, including processes, application forms and examples of possible scenarios, are detailed on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/rpl.html.

School-based apprentices and trainees

Information regarding provision for school-based apprentices and trainees within the HSC is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html.

Information on requirements and arrangements for NSW school-based apprenticeships and traineeships is available at www.training.nsw.gov.au/individuals/apprenticeships_traineeships/school_based/index.html.

Students with special education needs

Students with special education needs may access a VET course in one of two ways:
- by undertaking the course under regular course arrangements, or
- by undertaking selected units of competency within the course that have been identified through the collaborative curriculum planning process.

For more information, see the *VET Courses and Students with Special Education Needs* fact sheet on the Board's website.

Students in Years 9 and 10 (Stage 5)

In certain circumstances students in Years 9 and 10 (Stage 5) may access Stage 6 VET courses. Further information is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html.